

BRA/EDIC EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE:** GRANTS and BUDGET ASSISTANT**JOB VACANCY POSTING NO.** 15-04**POSTING DATE:** 4/14/04**EMPLOYMENT STATUS:** EDIC Employee**EXTERNAL DATE:** 4/29/04**POSITION FILLED:****DEPT/DIV:** BUDGET & FINANCE/A&F**DATE:****NAME:**

SUMMARY: Under direction of the Grants and Budget Manager, perform or assist with finance activities related to grants, contracts and budgets. Process invoices for payment by grant funding sources; maintain grant accounts, approve budget and budget revisions and maintain and update documentation of all transactions. Review and monitor grants income and expenses and prepare administer and monitor the labor distribution plan.

Grants and Contract Duties:

Prepare various revenue grant billings for numerous federal, state and private funding sources. Generate expenditure reports to submit periodic billings. Maintain schedule of billing deadlines; ensure accurate receipts and files.

Review, check and verify contract invoices for payment by grant funding sources. Check accuracy of documentation, adherence to contract terms and conditions, adherence to funding source requirements, and ensure accuracy and timeliness of payment. Process approved invoices for payment.

Prepare and submit quarterly Financial Status Reports to state, federal and local funding sources. Prepare and submit annual close-out packages to various funding sources. Maintain schedule of reporting deadlines for various reporting requirements.

Research and review grant detail posted to general ledger and accounts receivable modules to review correct application of grant funds. Identify and prepare information necessary to reclassify revenues, expenses or accounts receivable, and submit to supervisor and obtain necessary approvals.

Input and maintain contract encumbrances on the accounting system.

Provide training in conjunction with department staff to sub-contractors and Contract Administrators on grant budgets and fiscal policies and procedures.

Maintain spreadsheet files by fiscal year for CBO(community based organization) cash expenditures and disbursements.

Monitor approval of and maintain central filing system for federal, state and local grant documents. Obtain all required approvals and signatures; forward copies to funding sources and relevant BRA/EDIC staff.

Conduct CBO site visits for Compliance testing and fiscal monitoring.

Maintain and record revenue account information on accounting system. Enter revenue charges; apply revenue to appropriate accounts. Reconcile accounts receivable to allocated aging and general ledger. Close JCS accounts receivable monthly.

Assist in audit preparation for federal, state, city and internal audits for JCS funding sources.

Budget Duties:

Generate and review monthly JCS performance reports to monitor actual expenditures and revenues against budget. Analyze budget variances and grant income statement reports. Discuss department performance and spending patterns with supervisor; recommend adjustments for future.

Review CBO budgets and prepare for acceptance.

Assist in preparation of federal and state grant budgets in conjunction with Jobs & Community Services, Planning & Policy Development and Program Monitoring & Operations staffs for submission to grantor agencies.

Participate in special projects as assigned.

Perform other related duties as requested.

QUALIFICATIONS: Work requires completion of a Bachelor's degree in Accounting, or equivalent experience, plus one to three years experience in grant accounting. Some knowledge of generally accepted accounting principles and federal funding requirements is required. Ability to use office software and automated accounting modules is required.

GRADE:16**HIRING RANGE:** \$36, 374.25 - \$43, 692.42

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US **Fax:** 617-918-5458

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Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

